**Property Incident Report**

**Form EMH-408 09-14**

**PURPOSE:** This form should be completed for any asset with or without a tag that has been broken, damaged, lost or stolen.

Information should be as complete and detailed as possible.

An additional page may be used if needed for the detailed accounting of the incident.

If loss is due to burglary or theft the proper authorities should be contacted as soon as possible.

The completed form should be submitted to Risk Management and Fixed Assets with all supporting documentation i.e. detail statement, Off-Site Usage form if applicable, police report.

If loss is of a technology defined asset (computer, desktop, laptop, ipad) and is due to burglary or theft a copy of all paperwork should be forwarded to Tech Support.